IMPORTANT! PRINT THESE INSTRUCTIONS!

IMPORTANT: This Librix Performance Management System course provided by the Employee Education System (EES), is the ONLY approved method for non VHA staff to satisfy this mandated training requirement.

These instructions are only applicable to users who will be working / studying at Portland VA Medical Center (PVAMC) Oregon and / or associated VHA Community Based Outpatient Clinics (CBOC's) in northern Oregon and southwest Washington who are affiliated with the PVAMC / Vancouver VHA (Veterans Health Administration).

1. B*E SURE TO BE CONNECTED TO A PRINTER* (You will need to print your certificate at the end of the training module)!!!

2. Allow yourself about 60-90 minutes to complete the course.

3. Go to the following site and log in using directions below. Note the system requirements and help contact info on this page;
   https://www.ees-learning.net

4. If you've used this resource before; Login OR use the Forgot Password button. Once logged in go to step 7. Otherwise;

5. Click "First Time User" button and follow steps on web pages using information below;

   A. What type of user are you? Click VA Other (Contractors, Volunteers, Residents, Interns, etc.)

   B. Accurately enter your LEGAL First, Middle & Last Names

   C. Select Your Occupation: E. G. Assoc/Allied Hlth

   D. Select Your Facility: VHA

   E. Create your Username: (at least 8 characters).

   F. Create your Password (at least 8 characters and must contain at least three of the following four types of characters:
      1) lower case letters
      2) UPPER CASE LETTERS
      3) numbers
      4) special characters like; ! @ # $ % ^ &

6. Find the course using the Available Courses button / link

   A. Keyword: Trainee
   B. Modality: Web Based
   C. Content Area: All content Area
   D. Accreditation: All Accreditations
   E. Topic Area: All topic Area
   F. This should find: VHA Mandatory Training for Trainees VII. Note don't use any
      options which say CLOSED.
   G. Click the "Sign Me Up" link. It should now appear as "Available"

7. Click the course link and Next buttons to complete the 126 slide course. There are about
   a dozen required built in quizzes along the way amounting to over 70 questions.

   A. After passing the last quiz there's a 32 question survey at the end which must be
      submitted.

   B. Then *click the Evaluation Certificates link*

   C. On the Congratulations! You have completed all requirements … screen. Click
      <link> Employee Education System (EES). this should take you to the certificate.

   D. Click the Print link in upper left corner of certificate

   E. ONCE CERTIFICATE IS PRINTED: Close the Certificate window, and click EXIT
      COURSE link

   F. If your "My Courses" area still says in progress, don't worry. As long as you have a
      watermarked, printed certificate with your name on it, you're done with the course.
      KEEP THE CERTIFICATE FOR YOUR RECORDS!

8. attach / include a copy of the certificate with your other application materials.